

THE JOURNAL OF NAVIGATION

Instructions for Contributors¹

¹(Version 2013-1, dated May 2013)

The Journal of Navigation is an international journal publishing original work on the latest research developments and historical aspects of navigation on land, at sea and in the air; it also provides a forum for navigators, engineers and academics to raise more controversial topics for discussion.

1. SUBMISSIONS. All submissions to *The Journal* are to be made via the dedicated website at <http://mc.manuscriptcentral.com/nav> where authors can register an account. Registration is straightforward, and manuscripts are uploaded directly to the site. All correspondence with respect to the submission, including review results and requests for amendments will be conducted via the site and e-mail, and alternative methods of submission will only be entertained when the author does not have web access. In this case, authors should contact the Editor-in-Chief via the RIN postal address in the front of *The Journal* or via e-mail at journal@rin.org.uk. Although Portable Document Format (pdf) is acceptable for initial submissions, Microsoft (MS) Word format is preferred, and will be required for final production and publication. Non-compatible formats will not be accepted. Authors are responsible for ensuring that all manuscripts (whether original or revised) are accurately typed before final submission. Manuscripts may be returned to the author with a set of these instructions if they are submitted in a form substantially different to the style of *The Journal*.

1.1 *Length*. Articles intended for consideration in the 'Main' section of *The Journal* may be up to 6,000 words long. However, the 'Forum' section exists for the expression of opinion, and allows authors to submit material which might not be appropriate for full length papers but which contain ideas worthy of publication and discussion (up to 2,500 words).

1.2 *Figures*. All Figures should be supplied in an appropriate size and in the specified file formats (see further details in Section 4 - Figures).

1.3 *Original, Unpublished Material*. Contributions are normally received on the understanding that they comprise original, unpublished material and are not being submitted for publication elsewhere. Corresponding authors will be asked to confirm this and to state whether earlier versions, even those in a less-developed or abbreviated form (e.g., conference proceedings, websites, magazines or other journals etc.) have been published. Such earlier versions will not necessarily preclude publication in *The Journal* but full details will be required. Translated material, which has not been published in English, will also be considered. Papers are peer-reviewed to ensure both accuracy and relevance, and amendments to the submission may thus be required before final acceptance. On acceptance, contributions are subject to editorial amendment, but authors will receive proofs for approval before publication.

2. PRESENTATION OF MANUSCRIPTS. Manuscripts should conform as closely as possible to *The Journal* style. International Standard Size A4 paper is preferred.

2.1. *Submission Format.* When submitting papers in MS Word (*The Journal's* preferred medium) the following global settings should be applied:

- The spelling language should be set to English (UK).
- All acronyms, even those considered to be commonplace, should be decoded on first usage e.g., Global Navigation Satellite Systems (GNSS).
- Automatic numbering of paragraphs, Figures, Tables etc., should be switched OFF throughout the paper. Manual numbering (Arabic numerals) should be input instead.
- Automatic linking / hyperlinks within the paper should NOT be used.
- Font should be set to Times Roman 12. Bold font should NOT be used for headings.
- Formatting should be kept as simple as possible, with single line spacing and paragraph spacing (before and after) set to '0'. Indents should NOT be used.
- Text should be fully justified. Tables and Figures should be sequentially numbered from '1' (e.g. Table 1, Table 2; Figure 1, Figure 2 etc.) and centre justified. Each Table caption should be placed above the Table and each Figure caption placed below the Figure.
- All Equations should be numbered sequentially from '1'. Equations should ideally be placed in a full-width 2-cell table with borders suppressed, with the mathematical expression centre-aligned within its cell and the Equation number right aligned within its cell (see example below – cell borders have been shown here for clarity).

$T = e^T Q_e^{-1} C_e (C_e^T Q_e^{-1} C_e)^{-1} C_e Q_e^{-1} e$	(1)
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- *Title Block.* The title block should contain a short title (up to 40 characters), subtitle (if desired), authors' names, affiliations and (only) the corresponding author's e-mail address (this e-mail address is particularly important, as it will be used by the typesetters for forwarding proofs of papers accepted for publication). The respective affiliations of co-authors should be clearly indicated by superscript numbering.
- *Abstract.* A self-contained 'Abstract' of up to about 150 words should outline in a single paragraph the aims, scope and conclusions of the paper. See also notes below on the 'Conclusions' section.
- *Key Words.* A maximum of four 'Key Words' are permitted.
- *Main Text.* The main body of text should be suitably divided with numbered main paragraphs, with headings in capitals. Related, numbered sub-paragraphs may be used, for which headings (headings in italics, with first letter of each word capitalised) are optional but recommended. Paragraph / sub-paragraph numbering should follow the convention shown in the following example (e.g., 3., 3·1., 3·1·1. etc.).
- *Footnotes.* Footnotes may be used, but their use should be kept to the minimum.
- *Conclusions.* A concise, self-contained 'Conclusions' section should outline the outcome of the paper, its perceived benefits to the wider community and any

intentions for further research. The Abstract and Conclusions are of major importance as many busy readers look at these two sections first, to see if the main paper is worth reading. It is thus essential that Abstract and Conclusions do the paper full justice.

- *Acknowledgements.* You may acknowledge individuals or organisations that provided advice, support (non-financial), but *The Journal of Navigation* should NOT be mentioned. Formal financial support and funding should be listed in the following section.
- *Financial support.* Please provide details of the sources of financial support for all authors, including grant numbers. For example, “This work was supported by the Medical research Council (grant number XXXXXXXX)”. Multiple grant numbers should be separated by a comma and space, and where research was funded by more than one agency the different agencies should be separated by a semi-colon, with “and” before the final funder. Grants held by different authors should be identified as belonging to individual authors by the authors’ initials. For example, “This work was supported by the Wellcome Trust (A.B., grant numbers XXXX, YYYY), (C.D., grant number ZZZZ); the Natural Environment Research Council (E.F., grant number FFFF); and the National Institutes of Health (A.B., grant number GGGG), (E.F., grant number HHHH)”. Where no specific funding has been provided for research, please provide the following statement: “This research received no specific grant from any funding agency, commercial or not-for-profit sectors.”
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- *References.* The reference end-list should be in alphabetical order of family names of the first author of each reference (see further details at Section 3 – References).
- *Appendices.* Appendices (lettered A., B., etc.) may be used for supporting information which is not appropriate for inclusion in the main text (i.e., descriptive or explanatory passages, supporting equations or proofs etc). Figure, Table and Equation numbering in Appendices should start again from 1, but be prefixed by the Appendix letter (e.g. A1., A2., etc.).
- *Copies of Figures and Tables.* A copy of all Figures and Tables (with their captions) should ideally be added at the end of the submission, as this helps to speed up the typesetting process for papers selected for publication.

2.3. *Style of Writing.* Authors are urged to write as concisely as possible but not at the expense of clarity. Particular attention should be paid to the correct use of English vocabulary, punctuation and grammar.

2.4. *Units, Symbols and Abbreviations.* Units, symbols and abbreviations should conform to the recommendations contained in the Royal Society publication *Quantities, Units and Symbols* (1975).

3. REFERENCES. The preferred reference system in *The Journal of Navigation* is the Harvard style system. References are hyperlinked in the online version of the paper and so it is essential that they are formatted correctly, so that the hyperlinking may work properly.

3.1. *Reference Citations in the Text.* References should NOT be numbered. Reference citations in the text should give authors' names (no initials) and date e.g., (Kemp, 1998), or (Steele and White, 1996) or for more than two authors (Cole et al., 2007). Specific pages should be added only in the case of direct quotations, e.g., (Kemp, 1998. P.29). Where the context demands it, the name(s) may be moved out of the brackets e.g., "... Kemp (1999) states that ...".

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- *Example for The Journal of Navigation.*
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- *Example for Other Journals.*
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- *Example for Books.*
Skolnik, M. I. (1976). *Radar Systems*. McGraw-Hill, Inc.
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Open Geospatial Consortium. (2011). *OGC Making Location Count*. <http://www.opengeospatial.org>. Accessed 12 January 2011.
- *Example for Proceedings.*
Helwig, A. W. S., Offermans, G. W. A. and van Willigen, D. (1996). Implementation and Testing of Eurofix in Standard Loran-C Receiver Technology. *Proceedings of the 25th Annual Technical Symposium of the International Loran Association*, San Diego, CA.
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- *Colour or Black and White Halftone Artwork.* Format: tiff. Colour mode: CMYK colour or grayscale. Resolution: 300 dpi.

4.3. *Further Guidance.* If contributors require any further guidance on creating suitable electronic Figures, please visit http://dx.sheridan.com/guidelines/digital_art.html. This contains extensive guidelines on preparing electronic Figures and also provides access to an online pre-flighting tool where Figures can be checked for reproduction suitability.

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- Have you used clear, concise, correct English vocabulary, punctuation and grammar?
- Have you made the aim of your work clear?
- Have you explained the significance of your contribution?
- Have you set your work in the appropriate context by giving sufficient background (including relevant references) to your work?
- Have you addressed the questions of novelty, practicality and usefulness?
- Have you identified future developments that may result from your work?
- Have you structured your paper in a clear and logical fashion?

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VOLUME 66 NUMBER 6 NOVEMBER 2013

CONTENTS

- Feature Extraction and Geomagnetic Matching** 799
Caifa Guo, Hong Cai and G.H.M. van der Heijden
- Inference of Single Vessel Behaviour with Incomplete Satellite-based AIS Data** 813
Changqing Liu and Xiaoqian Chen
- Ship Routing Utilizing Strong Ocean Currents** 825
Yu-Chia Chang, Ruo-Shan Tseng, Guan-Yu Chen, Peter C. Chu and Yung-Ting Shen
- How the Integral Operations in INS Algorithms Overshadow the Contributions of IMU Signal Denoising Using Low-Pass Filters** 837
Yalong Ban, Quan Zhang, Xiaoji Niu, Wenfei Guo, Hongping Zhang and Jingnan Liu
- IMM-UKF-TFS Model-based Approach for Intelligent Navigation** 859
M. Malleswaran, V. Vaidehi, S. Irwin and B. Robin
- Use of AIS Data to Characterise Marine Traffic Patterns and Ship Collision Risk off the Coast of Portugal** 879
P.A.M. Silveira, A.P. Teixeira and C. Guedes Soares
- XNAV/CNS Integrated Navigation Based on Improved Kinematic and Static Filter** 899
Yidi Wang, Wei Zheng, Xueyin An, Shouming Sun and Li Li
- Numerical Simulations on the Capsizing of Bulk Carriers with Nickel Ores** 919
Youjia Zou, Chun Shen and Xiangying Xi
- Empirical Ship Domain based on AIS Data** 931
Martin Gamborg Hansen, Toke Koldborg Jensen, Tue Lehn-Schiøler, Kristina Melchild, Finn Mølsted Rasmussen and Finn Ennemark
- Free Flow-Efficiency of a One-way Traffic Lane between two Pylons** 941
Toke Koldborg Jensen, Martin Gamborg Hansen, Tue Lehn-Schiøler, Kristina Melchild, Finn Mølsted Rasmussen and Finn Ennemark
- Instructions for Contributors** 953

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